

*WJ: BJS*  
*Chen*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

Director, Foreign Broadcast  
Information Service

EXTENSION

NO.

FBIS-0231/85

STAT

DATE

21 May 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel

STAT

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FBIS-0231/85  
21 May 1985

MEMORANDUM FOR: Director of Personnel

FROM:

  
Director, Foreign Broadcast Information Service

STAT

SUBJECT: Typists for FBIS Publications

Bob:

1. FBIS is suffering a serious shortage of production typists. Although we have two of our Daily Reports automated, it will be a couple of years before the remaining reports are on computer. In the meantime, of our production typing staff for the Daily Reports, with a T/O of 13, we have only 6 typists on duty. Our production has dropped from 400 pages to 320 pages because of the lack of typists.

2. We would appreciate whatever assistance might be possible by Office of Personnel. If your office can give me a contact I will have appropriate people be in touch.

  
Director

STAT

DDS&T/FBIS/  21 May 85)

STAT

Distribution:

- Orig - Addressee
- 2 - C/Ops
- 1 - C/DRD
- 1 - C/P&TB
- 1 - D/FBIS Chrono
- 1 - JDC Corres file
- 1 - FBIS Registry